



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1754.3

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4 Apr 96

COMBAT CENTER ORDER 1754.3 W/Ch 1

From: Commanding General
To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

Ref: (a) MCO 1754.5

1. Purpose. To implement the Transition Assistance Management Program standard operating procedures for the Combat Center, per the reference.

2. Cancellation. CCO 1900.1.

3. Background

a. TAMP is the overall program establishing the transition programs within the Marine Corps. Per the reference and for consistency with all Marine Corps Installations, TAMP entails all programs, services, and benefits available to active duty separating or retiring personnel and their families. Transition services and transition benefits are separate and distinct.

b. Transition services refer to permanent programs for all separating service members and their spouses which provide information through a variety of means such as counseling, workshops, manuals and automated systems. All service members within 180 days of separation or retirement are eligible for transition services. Eligibility for services is not affected by length or character of service. Transition services are to be provided for up to 90 days following the date of separation from active duty.

c. Transition benefits are specific entitlements (i.e. extension of medical coverage, extension of commissary and exchange privileges) that are granted to a limited, well defined group of personnel who are involuntarily separated or who elect to separate under the Voluntary Separation Incentive/Selective Separation Benefit (VSI/SSB) programs. Transition benefits, unlike transition services, which do not have a termination date, are temporary in nature and their eligibility qualifying period will end 30 September 1999.

d. TAMP is designed to complete the military personnel "life cycle." This cycle begins with a service member's recruitment from the civilian sector, continues with training and sustainment throughout a service member's active service and ends when the service member returns to the civilian sector. The TAMP coincides with the Marine Corps' traditional philosophy of caring for its own.

e. To realize the goals in this Order, the following assumptions are made:

(1) TAMP will receive command support at all levels throughout MCAGCC.

(2) As service members and their families separate from the Marine Corps/Navy some will be future recruiters for the Armed Forces; TAMP enhances positively the way they feel about military and government service.

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(3) Assistance provided by TAMP personnel reduces stress often experienced by separating personnel by providing convenient, "no cost" and state-of-the-art employment resources. These services ultimately allow a service member to stay focused on the mission within the assigned unit, along with increasing the chances of success in civilian life.

4. Program Guidance. This Order applies to:

a. All units at Marine Corps Air Ground Combat Center (MCAGCC), tenant commands and units within a 50 mile radius of MCAGCC, Twentynine Palms without a Transition Assistance Office per the reference.

b. All active duty service members and their families.

(1) All service members within 180 days of separation will be identified for separation or retirement and made aware of transition programs, services and benefits to which they are entitled. This identification process is completed by the Unit Transition Counselor.

(2) All spouses of active duty service members will be informed and encouraged to participate in the transition programs to maximum extent possible.

(3) All DoD civilian personnel may utilize transition services; DoD personnel affected by base closure or realignment constitute a higher priority.

5. Action

a. Commanding Officers

(1) Designate in writing, at least one officer, staff noncommissioned officer, or civilian of equivalent grade to serve as the unit transition counselor on an additional duty basis to perform the duties of a Unit Transition Counselor.

(2) Provide the names of unit transition counselors to the installation Career Resource Management Center (CRMC) manager.

b. Career Resource Management Center, Family Service Center, Manpower Directorate:

(1) Coordinate and oversee the operation of the Installation's Transition Programs and Services per the reference.

(2) Coordinate and work with unit commanders in the implementation of the Transition programs at the unit level.

(3) Coordinate, provide and schedule training for all assigned Unit Transition Counselors.

(4) Provide unit briefings relating to the Career Resource Management Center and the Transition Program.

(5) Provide employment assistance services to all eligible personnel. Employment assistance includes, but not all inclusive, career counseling services, career resources and job search materials, a comprehensive computer lab with nationwide job bulletin boards and resume/application software, and career planning software.

(6) Coordinate with military and community agencies, public and private sector employers, and other Federal agencies to ensure a comprehensive program to meet the needs of separating and retiring military members and their families.

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b. Unit Transition Counselor (UTC)

(1) The UTC will ensure a copy of the written appointment letter is provided to the CRMC upon receipt. While at the CRMC the UTC will tour the CRMC to familiarize themselves with services and programs.

(2) The UTC will work closely with the Administrative Officer/Chief, the Administrative Assistance Unit (AAU), the Career Planner, the Separation Clerk, and the Transition section of the CRMC.

7. UTC Training

a. The CRMC will conduct UTC training once quarterly. Date, time and location will be announced via LAN or separate correspondence.

b. After initial training all UTC's must attend refresher training once a quarter. This requirement cannot be delegated or relegated.

c. CRMC will report attendance to appropriate channels for compliance and documentation. CRMC will keep training attendance records on file for two years.

8. TAMP Programs

a. Preseparation counseling brief

(1) A mandatory preseparation counseling brief is held monthly at MCAGCC. The purpose of the brief is to ensure all active duty separating Marines have the opportunity to be made aware of the transition services and benefits available to assist them and their spouses in adjusting to civilian life.

(2) Unit Transition Counselors identify separating personnel and their spouses and conduct the initial preseparation counseling interview in conjunction with DD Form 2648 and the Preseparation Counseling Checklist Video. Following the initial interview UTC's assign service members to the mandatory brief.

(3) Service members must show their DD Form 2648 as admission to the mandatory brief; a copy is provided to them by their UTC.

(4) The following 10 mandatory topics are covered during the eight hour brief:

(a) Education assistance/Montgomery GI Bill (MGIB) including a discussion of the benefits to which the service member is entitled under MGIB and referral to other educational assistance programs available due to the member's service in the Armed Forces.

(b) Reserve Affiliation including the procedures and advantages of affiliating with the SMCR.

(c) Job Search including information concerning Government and private sector programs for job search and employment assistance including services provided by the CRMC's.

(d) Spouse job search including assistance available for spouse of separating service members.

(e) Relocation Assistance Program (RAP) and Transition Assistance Program (TAP), including information concerning eligibility and procedures for obtaining excess leave and PTAD, travel and transportation allowances, military family housing and DoDS extensions, commissary and exchange privileges, as well as

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Department of Defense (DoD) and Department of Labor's (DoL) TAP workshop and the availability of relocation assistance services within the FSC.

(f) Medical and dental coverage including the availability of medical and dental coverage following separation from active duty and the opportunity to purchase the conversion health policy.

(g) Career change and the effects on individuals and their families.

(h) Financial planning and the fundamentals of budget development.

(i) Vocational rehabilitation for medically separated or retired service members, including a description of the compensation and benefits to which the service member may be entitled through the Department of Veteran Affairs (DVA).

(j) Individual Transition Plan (ITP) including the availability of transition staff to assist the service member (and spouse, if applicable) to create an ITP to achieve their educational, training, and employment objectives.

b. Transition Assistance Program

(1) TAP is a 3 1/2 day, voluntary, job search seminar presented for service members and their spouses targeted at least 180 days from their end of active service (EAS).

(2) The TAP workshop prepares separating service members, retiring service members and their spouses with the skills, tools, and self confidence necessary to ensure successful reentry into the nation's civilian work force. All personnel within 180 days and no later than 90 days of EAS must have an opportunity to utilize transition services, which includes timely attendance of the TAP workshop, regardless of character or length of service.

(3) TAP classes are normally presented at the Protestant Chapel, East Wing, building 1541. Seating capacity is 40 maximum.

(4) Classes are presented two to three times a month and are announced a quarter in advance via Combat Center Bulletin, along with calendars provided at Unit Transition Counselor training and the CRMC office.

(5) Service members attending the TAP seminar should bring their medical records, or a copy, to be screened by a Disabled American Veterans Service Officer for potential service connected disabilities.

(6) Service members and spouses may register for a TAP workshop by telephone the CRMC at #7225.

(7) Service members and spouses will be instructed on the Defense Outplacement Referral System (DORS) mini-resume and allotted time to input their resume in the employer network. The final ½ day of the workshop is time allocated specifically for TAP participants who report to the CRMC computer lab for this purpose.

c. Disabled Transition Assistance Program (DTAP)

(1) DTAP is specifically designed for those service members in receipt of a physical evaluation board (PEB) or who have Department of Veterans Affairs memorandum of rating of 10% or more and will be filing claims with the DVA. Service members will be automatically assigned through the Naval Hospital at #2031, the medical boards section.

(2) The DTAP lecture is held once monthly by a DVA representative. Date, time and location will be coordinated by the medical boards section of the Naval Hospital.

d. Retirement and Reemployment Seminar

(1) A Retirement and Reemployment Seminar is held quarterly at MCAGCC for officer and enlisted personnel and their spouses contemplating retirement within two years. This seminar covers concerns which are specific to the retiring population, such as Survivor's Benefit Plan (SBP), psychological aspects of retirement, household effects/transportation, disbursing, **TRICARE**, veteran benefits as well as a five day American Association of Retired Persons (AARP) instructed reemployment seminar.

(2) The seminar is announced via the quarterly Combat Center Bulletin 1900, email announcements, channel 6 and the base public affairs office.

(3) Preregistration is required by notifying the CRMC at #7225 or as indicated in the announcements. The wearing of civilian attire is highly recommended, as is spouse attendance.

(4) This seminar will serve as the requirement for the mandatory preseparation counseling brief, however, retirees registered must see their Unit Transition Counselor for their preseparation counseling interview prior to the seminar. The UTC will provide a copy of the DD 2648, the preseparation counseling checklist, to the service member at the completion of the interview.

e. Career Resource Library. Over 900 books are available for career information and employment research and are available for check-out for a one week period. Over 70 videos are available on a 48 hour check out basis. Reference materials in the library may be utilized within the library section of the CRMC only. Several employment journals and business publications are available in the library also.

f. Automated Labor Exchange (ALEX). The ALEX computer is a computer-based job search program that allows job seekers to access job information from Job Match, America's Job Bank and federal job listings. Selected jobs viewed are based on the type of work and the geographical location desired. A representative from the California Employment Development Department (EDD) is available twice weekly to verify job data, refer service members and their spouses within 60 days of separation to employers and to enter service members and their spouses into the California job matching program.

g. Computer Lab. The CRMC computer lab consists of six terminals for customer use. Various programs are available for nationwide private and government job search, individual career interest inventory and career discovery, nationwide resume referral networks, resume preparation, federal forms preparation, on line informational programs and programs that assist with conversion of military job duties to civilian terms.

h. Resume/Application Review. Individual counseling regarding various employment documents and career interest inventory results is available as staffing permits within the CRMC.

i. Supplemental Classes/Events. Employment assistance workshops are offered monthly and may include skills and self assessment, resume writing, federal forms preparation, job search, job interviewing and local employment opportunities. Various events may be held throughout the year to include: recruitment days, job fairs, military spouse appreciation day or CRMC demonstrations.



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applicability. This Order is applicable to all commands and organizations
1 aboard the Combat Center.

J. D. MAJCHRZAK
Chief of Staff

DISTRIBUTION: A-1 (plus 30 FSC)

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COMBAT CENTER ORDER 1754.3 Ch 1

From: Commanding General
To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. Change paragraph 8b(3) to read:

"(3) TAP classes are normally presented at the Protestant Chapel, East Wing, building 1541. Seating capacity is 40 maximum."

b. Change paragraph 8b(4) to read:

"(4) Classes are presented two or three times a month and are announced a quarter in advance via Combat Center Bulletin, along with calendars provided at Unit Transition Counselor training and the CRMC office."

c. Add the following after paragraph to 8b(6):

"(7) Service members and spouses will be instructed on the Defense Outplacement Referral System (DORS) mini-resume and allotted time to input their resume in the employer network. The final 1/2 day of the workshop is time allotted specifically for TAP participants who report to the CRMC computer lab for this purpose."

d. In paragraph 8d(1) change the word "CHAMPUS" to "TRICARE."

3. Filing Instructions. File change transmittal immediately behind the signature page of the basic Order.

MICHAEL F. JACKSON
By direction

DISTRIBUTION: A-1 (Plus 5 FSC)